



How do I request a DBS form?



This guide will show you how to request a DBS form



How do I request a DBS form?

You will be required to complete a form in the first instance so we can assess your eligibility to understand if a DBS check is required for your role. To understand more regarding eligibility, check our website [here](#). If you are eligible, we will then send a paper form in the post. If you are on the DBS Update Service, you can send us your Update Service ID information. Please contact licences@bwsf.co.uk



How do I request a DBS form?

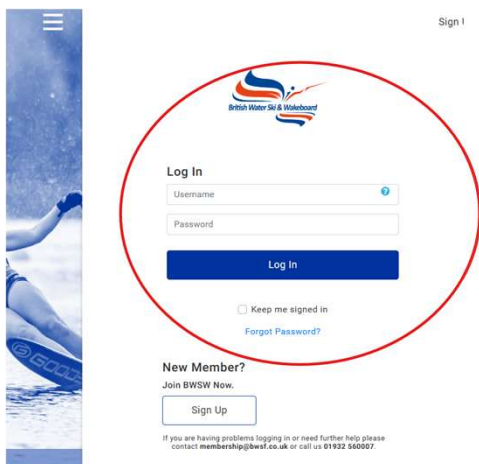
You will firstly need to sign in to your membership profile. From the BWSW website, click on the 'login' button



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Sign In

Log In

Username

Password

Log In

☐ Keep me signed in

[Forgot Password?](#)

New Member?

Join BWSW Now.

Sign Up

If you are having problems logging in or need further help please contact membership@bwsf.co.uk or call us 01932 550077

You will then be taken to the membership platform login page. Log in to view your membership profile



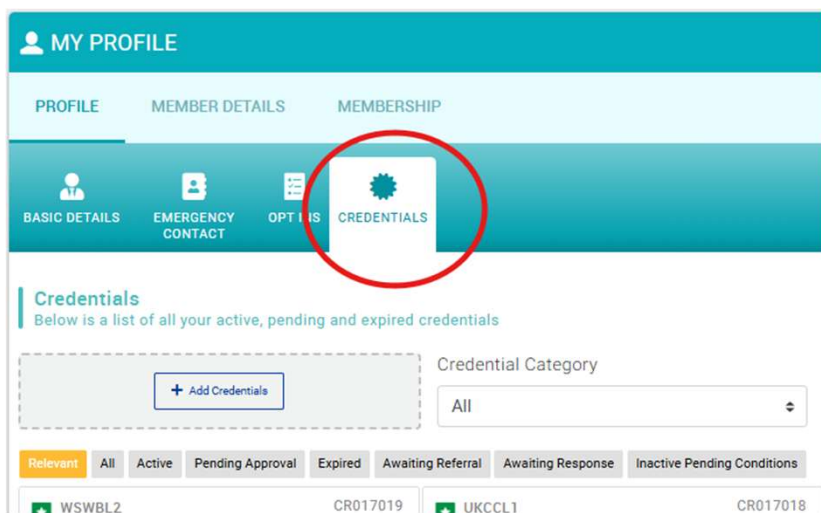


How do I request a DBS form?

Important note: The DBS charge a fee of £41 to paid employees for Enhanced DBS Checks. If you are applying as a paid employee, you will be asked to make payment and upload the receipt as part of this form. Please make payment prior to completing the form otherwise you will need to start the form request process again. If you need to make payment, please proceed to page 12 and once complete, return to this page for further steps



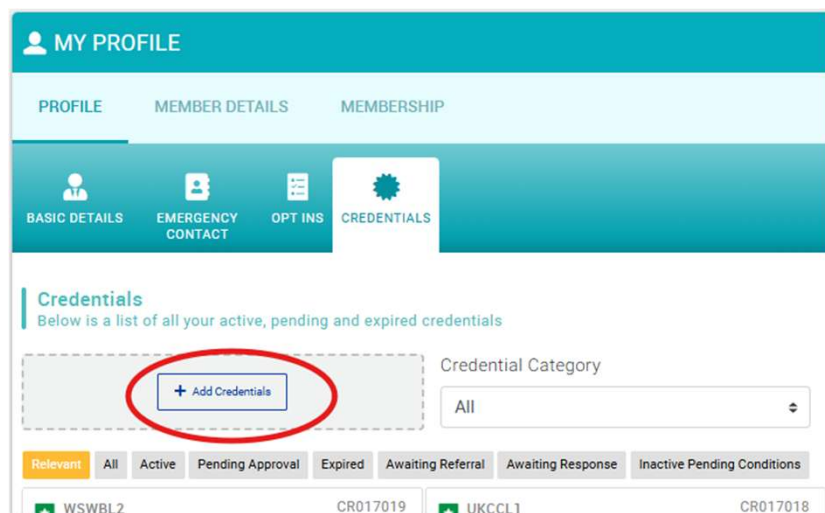
How do I request a DBS form?



Once logged in, click on 'credentials'. Here you will see a list of current credentials that you have, along with the status of those credentials. Only a limited number of credentials can be added by yourself, and in most cases, these will need approval



How do I request a DBS form?



MY PROFILE

PROFILE | MEMBER DETAILS | MEMBERSHIP

BASIC DETAILS | EMERGENCY CONTACT | OPT INS | **CREDENTIALS**

Credentials
Below is a list of all your active, pending and expired credentials

+ Add Credentials

Credential Category: All

Relevant | All | Active | Pending Approval | Expired | Awaiting Referral | Awaiting Response | Inactive Pending Conditions

WSWBL2	CR017019	UKCCL1	CR017018
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To access and complete the DBS request form, click on the 'Add Credentials' button



How do I request a DBS form?

✕ Select a credential type

Credential Category

All

🔍 Type here to search

DBS Request Form



E-Membership



First Aid



Safeguarding & Protecting Children



Safeguarding - Time to Listen



This will open a panel on the right-hand side. Click on 'DBS Request Form'



How do I request a DBS form?

Setup credential

✓ Save

DBS Request Form

OVERVIEW

Start date

03/02/2026

Expiry date

02/02/2029

DBS Eligibility Information

This is a request form only for a DBS check. Please complete the form below to request a DBS Application Form for your DBS Check - BWSW will use this form to assess your eligibility for a check so please complete the questions fully and accurately. If you are on the DBS Update Service, please contact licences@bwsf.co.uk with your ID information so we can check this online and update our records. In this instance, you would not be required to request a DBS form from us.

Please note: You must be a current member of British Water Ski & Wakeboard in order for us to process a DBS check.

All fields are required unless otherwise stated.

What role do you require a DBS for? *

☐ Coach / Instructor

☐ Cable Operator

☐ Club Welfare Officer

☐ Volunteer

☐ Other

How frequently will you carry out your role? *

The form will then be shown for you to complete. The start and expiry date cannot be amended. As this is just a request, the platform will use these dates as a prompt to send you a reminder to start this request process to renew your DBS again in 3 years as per the renewal terms. Complete all fields and then agree to the statement at the bottom of the form

DBS Privacy Policy

The DBS privacy policy has been updated following changes in GDPR. You will need to tick to declare the following statement is true:

I have read the standard/enhanced check privacy policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application

☐ I agree to the above statement *



How do I request a DBS form?

Setup credential

is complete? *

☒ Yes
☐ Sometimes
☐ No

Who will you be working with within the role? *

☐ Children only
☐ Adults only
☒ Children and adults

If you are working with adults, would they be classed as vulnerable adults (i.e. elderly, disabled)?

✓ Save

Once all fields have been completed, click on the 'Save' button shown at the top right-hand side of the form



How do I request a DBS form?




Oops...

Required fields are not completed. Please update the highlighted fields.

OK

What role do you require a DBS for? *

- ☐ Coach / instructor
- ☐ Cable Operator
- ☐ Club Welfare Officer
- ☐ Volunteer
- ☐ Other

How frequently will you carry out your role? *

- ☐ Once a week or more
- ☐ At least 4 days per month
- ☐ Once a month
- ☐ Infrequently but with overnight stays
- ☐ Infrequently

What will you be working as? *

- ☐ Volunteer
- ☐ Paid Employee

 For paid employees, a fee of GBP 49.50 is required.

If any fields have not been completed, you will receive a prompt. Once you click on 'Ok', the missing fields that require completion will be highlighted



How do I request a DBS form?

What will you be working as? *

☐ Volunteer

☒ Paid Employee

For paid employees, a fee of GBP 49.50 is required.

As you are a paid employee, you will have to pay the GBP £49.50 from the "Shop" tab that is pinned at the top bar.

Once payment has been made, upload your invoice below to proceed with the DBS application form request.

DBS Paid Employee Payment Invoice

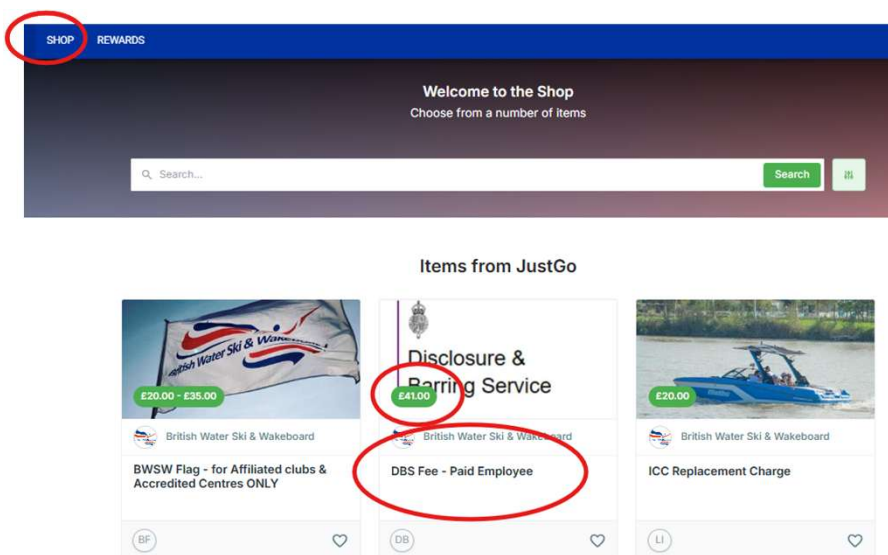
No record found.

Drag file(s) here or click to upload

If you have selected the 'Paid Employee' box, you will be prompted to upload an invoice/receipt of the payment. If no payment is required, continue to page 18 now



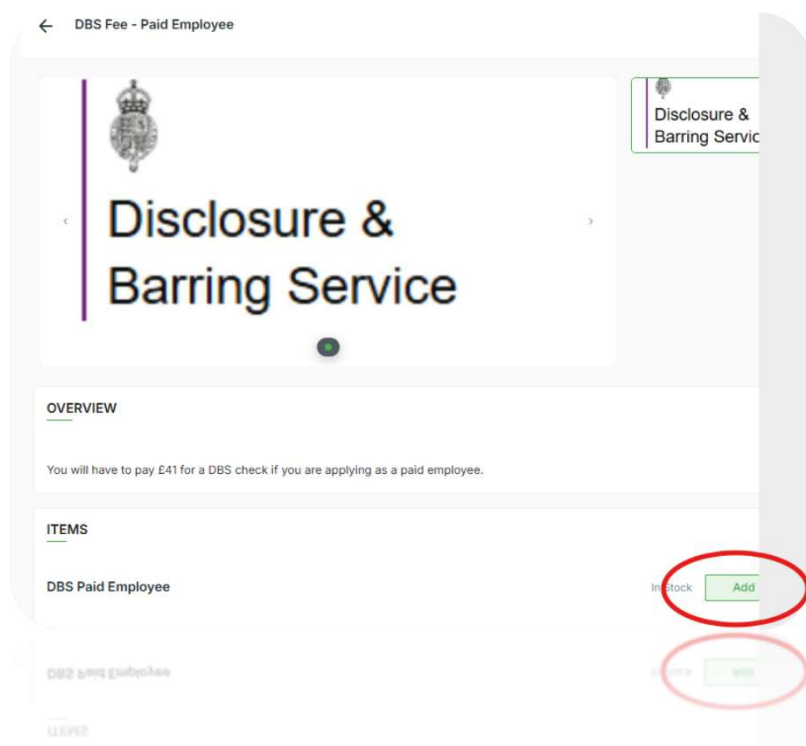
How do I request a DBS form?



To pay the DBS fee, click on the 'Shop' tab from the top blue bar and select the 'DBS Fee – Paid Employee' box



How do I request a DBS form?

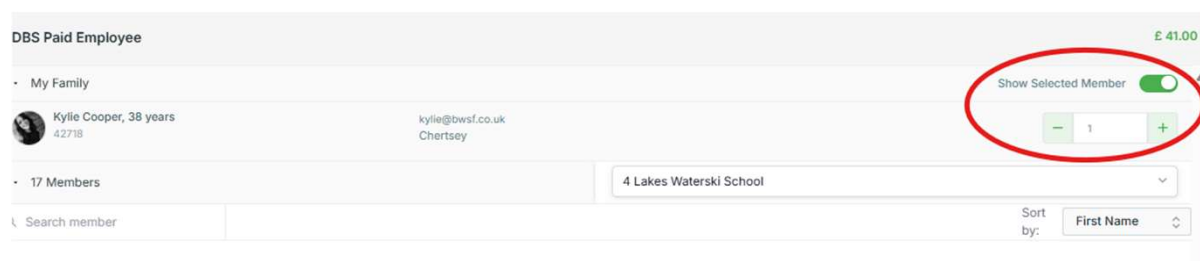


You will then see some brief information regarding the fee, click on 'Add' to proceed



How do I request a DBS form?

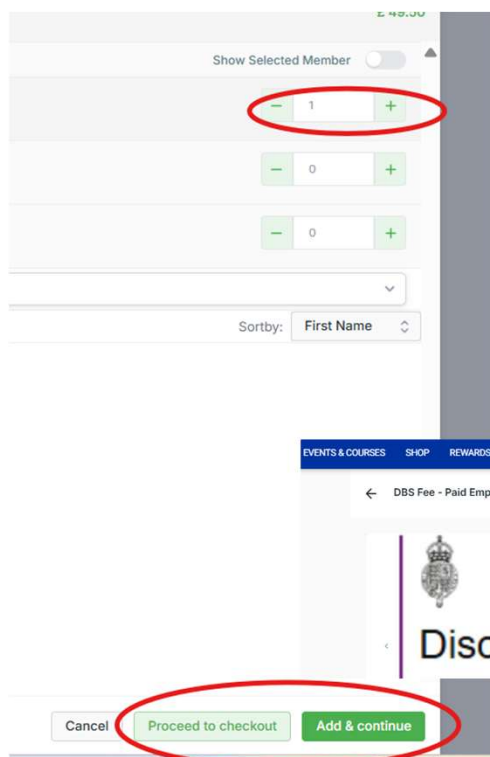
The platform will ask you to select the individual you are paying the fee for by using the '+' icon. If you are on a family membership, other family members will be shown here which is why the platform takes you through this step



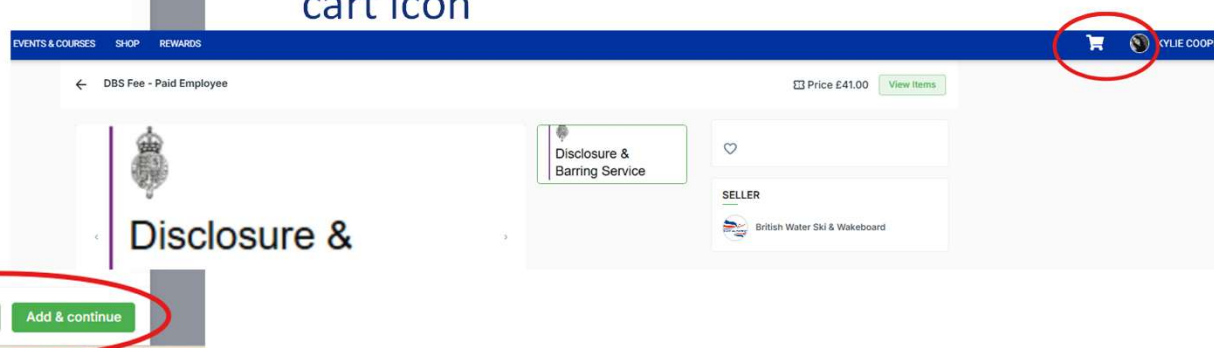
The screenshot shows the 'DBS Paid Employee' section of the platform. It displays a list of family members under the heading 'My Family'. The first member listed is 'Kylie Cooper, 38 years' with a profile picture and contact information. Below this, there is a section for '17 Members' with a search bar and a dropdown menu for '4 Lakes Waterski School'. A red circle highlights the 'Show Selected Member' toggle switch, which is currently turned on, and the '+' icon next to the '1' in the member count, indicating the option to add or select a member.



How do I request a DBS form?



Once you have made your selection, you can either 'Proceed to checkout' to continue with the payment, or 'Add & Continue'. If you have chosen 'Add & Continue', you will be returned to the DBS payment screen. You can access and proceed to make payment of the DBS Fee item from your basket at any point, by selecting the cart icon



How do I request a DBS form?

Checkout & Payment

1 Order Review

2 Confirm Payment

Below is a summary of your order, please review and then select a payment option.

Order Summary

Total items

1

Item saved for later

0

Net Total

£41.00

Total (GBP)

£41.00

Request Invoice

Admin Pay

Pay via Bank

Pay with Card

VISA

discover

mastercard

americanexpress

Remove All

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
closure & ring Service DBS Paid Employee (Kylie Cooper) - DBS Fee - Paid Employee (EV000001) British Water Ski Wakeboard Save for Later Remove	1	£41.00	£0.00	£41.00

ITEMS SAVED FOR LATER (0)

Hide saved items

Update

Order Summary

Total items

1

Item saved for later

0

Net Total

£41.00

Total (GBP)

£41.00

If you chose the 'Proceed to checkout' option, or have now gone to your basket, you will be taken to the 'Checkout & Payment' screen to proceed with making the payment



How do I request a DBS form?

Checkout & Payment

1 Order Review 2 Confirm Payment

Thank you, your payment has been successful ✓

Your reference number is **PR002043** and we'll send a confirmation email with detail to **kylie@bwsf.co.uk**

[Back to cart](#) [Home](#) [Download a PDF Receipt](#)

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
closure & ring Service	1	£41.00	£0.00	£41.00

DBS Paid Employee (Kylie Cooper) - DBS Fee - Paid Employee (EV000001)

Order Summary

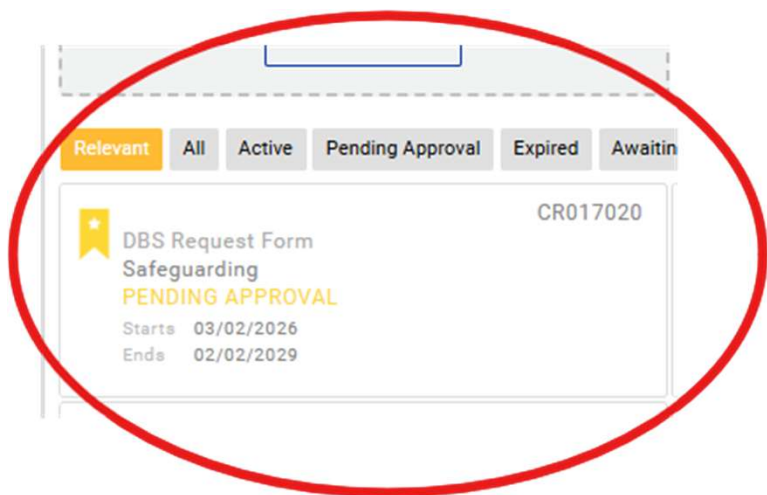
Net Total	£41.00
Total (GBP)	£41.00

You will receive a success message following successful payment along with an email confirmation. Here is where you can now download your receipt to continue with the DBS form request





How do I request a DBS form?



Once you have clicked 'save', you will be returned to your credentials, which will show the DBS Request Form as pending. The form has been sent to BWSW, we will assess the form and then send a DBS paper form in the post to be completed if a DBS is required



How do I request a DBS form?

Setup credential

DBS Request Form

OVERVIEW

CR017020

Start date

03/02/2026

Expiry date

02/02/2029

DBS Eligibility Information

This is a request form only for a DBS check. Please complete the form below to request a DBS Application Form for your DBS Check - BWSW will use this form to assess your eligibility for a check so please complete the questions fully and accurately. If you are on the DBS Update Service, please contact licences@bwsf.co.uk with your ID information so we can check this online and update our records. In this instance, you would not be required to request a DBS form from us.

Please note: You must be a current member of British Water Ski & Wakeboard in order for us to process a DBS check.

All fields are required unless otherwise stated.

You can click on the credential to show the details of the form you completed and the status will also be shown. If we have approved the credential, you will shortly receive the form in the post to complete. Please then revert to the DBS process on our website [here](#)





How do I request a DBS form?

Once you receive the DBS form in the post, please follow the process on our website via the previous link, taking note of the ID document guidelines. Once we have received and processed the form and ID checks, we will send the DBS form off in the post to the DBS to process. Once the DBS check has been completed by the DBS, they will send you the certificate. The original certificate will need to be sent to us in the post



How do I request a DBS form?

Once received, if we are able to accept the DBS check, we will update your record with a new DBS credential by amending the dates based on the DBS certificate and approve the DBS check credential, along with the certificate number. Your DBS certificate will then be returned to you in the post

The screenshot displays the 'MY PROFILE' page on the BWSW JustGo Membership Platform. The user is 'BANDIT GILL', a Single Adult, with a membership number 'ME000039'. The 'CREDENTIALS' section shows a list of active, pending, and expired credentials. A red circle highlights the 'DBS' credential, which is currently 'ACTIVE'. The 'Setup credential' form is open, showing the 'Disclosure Barring Service Check (DBS)' status as 'Active'. The form includes fields for 'Start date' (05/02/2026), 'Expiry date' (04/02/2029), and 'Number' (0). The 'DBS' credential is also listed in the 'Inactive Pending Conditions' section.